

# American Embassy, Amman

# Vacancy Announcement

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**ANNOUNCEMENT NUMBER: 11 – 68**

**OPEN TO:** Current Employees of the mission.

**POSITION:** Short Term Lease Maintenance Supervisor, FSN-7

**OPENING DATE:** December 01, 2011

**CLOSING DATE:** December 14, 2011

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: (Position Grade: FP-7)  
\*Ordinarily Resident: JD 8,587 p.a. (Starting salary)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Amman is seeking an individual to fill the Short Term Lease (STL) Maintenance Supervisor position in the Facilities Management Office.

## **BASIC FUNCTION OF POSITION**

The incumbent provides facilities management support to U.S. Embassy Amman short-term lease properties while assuring residences, government owned systems and facilities equipment are properly maintained. He/ she is responsible for sustainment of electrical , mechanical, carpentry, painting, roofing, paving, and masonry maintenance and repair activities. The incumbent is required to perform and execute STL facilities activities according to building codes and technical and safety standards. The aspirant should be capable of managing mechanical and masonry maintenance repairs. . The selected candidate is responsible for coordinating with landlord maintenance staffs, contractors and other Embassy sections to ensure STL properties are in superior condition. He/she should be capable of providing support to VIP visits and any other facilities maintenance requirements at the Embassy compound. The candidate should also possess excellent team management and interpersonal skills. He/She will be responsible for coordinate and communication with local government and local contractors including the Municipality, electricity water distribution authorities.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Completion of high school is required. **Supporting documentation (i.e., Tawjihi's certificate) must be included in the application for eligibility purposes.**
2. Completion of vocational training or apprenticeship recognized as producing journeyman electrical, heating, air conditioning, or mechanic field is required.
3. Five years experience with a large modern commercial or governmental firm in maintenance and repair and /or construction is required. The incumbent must have two years supervisory experience for a team of different maintenance trades technicians and should have good communications, documentation, and organization skills.
4. Level three in English and in Arabic is required. English proficiency will be tested. A score of 605 on the TOEIC exam or 434 on the TOFEL exam is required. Examination scores should have been recorded within the last six months.
5. Must have good knowledge of household appliances, plumbing systems, carpentry, painting, windows, and doors, heating/air conditioning, electrical and landscape, maintenance.
6. Must have valid Jordanian driving license, type three. **Supporting documentation must be included in the application for eligibility purposes.**

## **SELECTION PROCESS:**

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their

employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY:**

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment DS-174.
2. A current resume or curriculum vitae that provides the same information as a DS-174
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

Human Resources Office

Telephone: 59060000

FAX: 5931598

Applications can also be submitted electronically through [AmmanEmployment@State.gov](mailto:AmmanEmployment@State.gov).

### **DEFINITIONS:**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - U.S. citizen;
  - Spouse or dependent that is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment

abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: December 14, 2011**

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.